

ICS 300

Registration Procedures

Who should take this class?

Federal, State, tribal, and local emergency management/response personnel determine who within their organizations requires ICS 300 training, based on local incident management organizational planning.

Typically, required personnel include all mid-level management, Federal, State, tribal, local private-sector, and nongovernmental personnel, including persons serving as command staff, section chiefs, strike team leaders, task force leaders, unit leaders, division/group supervisors, branch directors, and multi-agency coordination system/emergency operations center staff.¹

Course Objectives

- **ICS Fundamentals Review:** Explain ICS staffing fundamentals and organization, including reporting and working relationships, information flow, and transfer to command. Match responsibility statements to each ICS organizational element.
- **Unified Command:** Define and identify the primary features of unified command. Describe the unified command organization and functions in a multi-jurisdictional or multiagency incident. Demonstrate roles and reporting relationships under a unified command in single and multi-jurisdictional incidents.
- **Incident Management Operations:** Describe methods and tools used to assess incident/event complexity. Describe the five steps in transferring and assuming incident command. Identify the key principles of incident management operations. Describe the process for developing incident objectives, strategies, and tactics.
- **Resource Management:** Identify and describe four basic principles of resource management. Identify the basic steps involved in managing incident resources. Demonstrate proper use of ICS forms.
- **Planning Process:** Identify the importance of and explain the differences between planning for incidents or events. Discuss major planning steps, including logistical concerns, cost-benefit analysis, situational understanding, plan development, implementation, and evaluation.
- **Demobilization, Transfer of Command, Closeout**

Registration Instructions

1. Complete registration form and send to your local County EM Director for signature.
 - a. **Please print clearly.**
 - b. Provide an email address. Confirmation letters will not be mailed however, we will provide an email indicating acceptance. Also, if any changes to the class are made we will provide notification via email.
2. Either you or your local County EM Director will fax or email registration form to the Region 6 Office. (But remember, you must obtain the county director's signature before submission.)
3. Acceptance in the class will be on a first come first serve basis based upon receipt in the Region 6 Office.
4. Class minimum is 20.
5. Region 6 fax number: 502-607-3113 or email to leeann.gibson@ky.ngb.army.mil

¹ Source: National Incident Management System (NIMS): Five-Year Training Plan, 6 Sept 07. Document taken from the NIMS Integration Center website.